

Hourly/Part Time Employee Holiday Process



eSTART
State of Alabama

Holidays – Hourly/Part Time Employee

Part-time employees receive holiday credit based on their schedule. If the holiday falls on a scheduled work day and the employee is in pay status the day before and after, the holiday will be granted based on the scheduled number of hours for that day.

If the employee is not scheduled to work on the holiday, no credit will be granted.

Hourly Employees

Hourly employees will not automatically receive Holiday credit. The timecard will have a placeholder displaying the Holiday, but no credit will actually be given to the employee. Therefore, the holiday will need to be manually added to the timecard for the eligible hourly employee.

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Leave			
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 6/27											
Sun 6/28			8:00AM		12:00PM				4:00	4:00	4:00
Mon 6/29			8:00AM		12:00PM				4:00	4:00	8:00
Tue 6/30			8:00AM		12:00PM				4:00	4:00	12:00
Wed 7/01			8:00AM		12:00PM				4:00	4:00	16:00
Thu 7/02			8:00AM		12:00PM				4:00	4:00	20:00
Fri 7/03	4th Day of July	0:00									20:00

TOTALS & SCHEDULE	LEAVE REPORTING PERIOD VIEW	AUDITS		
Date	Start Time	End Time	Pay Code	Amount
Sat 6/27				
Sun 6/28	8:00AM	12:00PM		
Mon 6/29	8:00AM	12:00PM		

Pay Code	Amount
REGULAR HOURLY	20:00

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 - On the date of the holiday, select the **Insert Row** button.
 - Select **Holiday Earned** from the **Pay Code** drop-down list.
 - In the **Amount** column, key the number of hours for the holiday.
 - Select the **Save** button.
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 - If the employee observed the holiday, add a second row to the timecard and select **Holiday Taken** in the **Pay Code** column.
 - Enter the number of holiday hours taken in the **Amount** column.
 - Select the **Save** button.

Note: The Totals & Schedule portion of the timecard displays the number of **Holiday Taken** hours and **Holiday Earned** hours.

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Wed 7/01			8:00AM		12:00PM				4:00	4:00	16:00
Thu 7/02			8:00AM		12:00PM				4:00	4:00	20:00
Fri 7/03	4th Day of July	0:00									
Fri 7/03	HOLIDAY EARNED	4:00									
Fri 7/03	HOLIDAY TAKEN	4:00								4:00	24:00

TOTALS & SCHEDULE	LEAVE REPORTING PERIOD VIEW	AUDITS		
Date	Start Time	End Time	Pay Code	Amount
Sat 6/27				
Sun 6/28	8:00AM	12:00PM		
Mon 6/29	8:00AM	12:00PM		
Tue 6/30	8:00AM	12:00PM		
Wed 7/01	8:00AM	12:00PM		
Thu 7/02	8:00AM	12:00PM		
Fri 7/03	8:00AM	12:00PM		

Pay Code	Amount
REGULAR HOURLY	20:00
HOLIDAY TAKEN	4:00
HOLIDAY EARNED	4:00